



DUMFRIES, VIRGINIA  
Virginia's Oldest Continuously Chartered Town  
CHARTERED 1749 INCORPORATED 1961

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## MEMORANDUM

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**TO: Mayor West, Town Council  
Dan Taber, Town Manager**  
**FROM: Christine R. Sanders, Town Attorney**  
**DATE: February 15, 2012**  
**RE: January 2012 Report**

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Honorable Mayor West and Town Council:

Below is a list of items that I have been working on since my last report to you of 11/15/2011. It is not exhaustive, but gives you an overview.

- Consulted with Town Manager daily on matters concerning personnel, business licenses, occupancy permits, land use, planning and development issues, town ordinances, freedom of information act requests and other legal matters,
- Criminal Prosecutions – Obtained the dockets in Prince William County Court Clerk's offices, researched summons and statutes and met with officers in preparation for Court. Appeared in Prince William County General District Court and Juvenile and Domestic Relations Court. Litigated domestic assault case in J&DR Court and researched fourth amendment issues as they relate to traffic stops.
- Met with Director of Community Development and Town Planner/Zoning Administrator to discuss pending violations, occupancy permit updating, public advertisements other land use matters.
- Collaborated with the Town Zoning Administrator on zoning ordinance interpretations, legal publications, staff reports, and public hearing notices.
- Attended the special meeting of the Dumfries Town Council with Potomac Landfill, Inc. This included several spirited discussions with PLI representatives and its legal counsel. Researched closed meeting laws thoroughly in preparation for the meeting.
- Drafted the final request to ENS for return of materials purchased with DCJS grant and was present for receipt of these items for use by the Director of Community Services.

- Researched and reviewed the Community Center use policy; met with staff and Town manager on this matter and provided a memo for Council at the February 2, 2012, meeting.
- Researched and pursued real estate tax and business, professional occupation license tax delinquencies. Met with other local tax officials for guidance in assessments and enforcement issues.
- Attended several staff meetings to plan Council meetings and follow up issues related to matters that arose during those meetings. Included in this effort is research of Town ordinances and state law, including applicable reported case law. Drafted or revised several resolutions for council meetings.
- Responded to three FOIA requests submitted by a law firm and the Washington Post.
- Staffed Town Council meetings, including closed session.
- Met with local business owner to assist her in navigating the permitting process for her establishment.
- Attended VDOT meeting to discuss traffic impact analysis of the proposed First Town Center project.
- Met with DPW consultant RDA on the Tripoli Heights drainage improvement project and specifically discussed right of way acquisition process, including valuations, negotiations, offer letters, title work, closings and legal document production.